RECOGNITION

OF

OPEN AND DISTANCE LEARNING

(ODL)

INSTITUTIONS

Handbook

2009

Distance Education Council
IGNOU, Maidan Garhi, New Delhi-110068

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MHRD (DEPARTMENT OF EDUCATION)

The 1st March 1995 No. 44, F.No.18-15/93-TD.V/TS.IV – On the recommendations of the Board of Assessment for Educational Qualifications, the Government of India has decided that all the qualifications awarded through Distance Education by the Universities established by an Act of Parliament or State Legislature, Institutions Deemed to be Universities under Section 3 of the UGC Act, 1956 and Institutions of National Importance declared under an Act of Parliament stand automatically recognized for the purpose of employment to posts and services under the Central Government, provided it has been approved by Distance Education Council, Indira Gandhi National Open University, K 76, Hauz Khas*, New Delhi – 110016 and wherever necessary by All India Council for Technical Education, I. G. Sports Complex, I. P. Estate, New Delhi – 110002.

_____

* Address at the time of issue of notification.

Present address of DEC is: DEC Bldg., IGNOU, Maidan Garhi, New Delhi 110 068

Distance Education Council

The Distance Education Council (DEC), was established in 1991 under section 16(7) read with Section 5(2) of the IGNOU Act, 1985. As per clause (2) (a) of the statute 28, the DEC is responsible for the promotion and coordination of the Open and Distance Learning system in the country. The DEC has been taking various initiatives to maintain the standards of Distance Education in the Country.

Expansion of the Open and Distance Learning (ODL) in India in recent decades has been tremendous. Open Universities (OUs) and Distance Education Institutions (DEIs) of dual mode universities/institutions are offering programmes /courses through the distance mode. Single-mode open universities have increased from four in number during the 8th Plan period to 14 in the 10th Plan period. The number of dual mode universities offering programmes through the distance mode (DEIs) has risen to more than 140. This is due to the fact that the growth in the infrastructure for face-to-face instruction is unable to match the educational demands of the ever-increasing number of aspiring students. At present nearly 25% students of higher education in the country are enrolled in the ODL system.

The DEC, as an apex agency, is responsible for recognizing ODL institutions in India. It is mandatory for all institutions to seek prior approval of the DEC for all existing and new programmes offered through distance mode. The guidelines for seeking approval together with necessary proformas for furnishing requisite information are issued by the DEC.

PART-I

Guidelines
on
DEC Minimum Requirements
for
Recognition of ODL Institutions

o **Recognition**

The Government of India issued the Gazette notification No 44 on 1st March, 1995, according to which: "*all the qualifications awarded through Distance Education by the Universities....... stand automatically recognized for the purpose of employment to posts and services under Central Government, provided it has been approved by Distance Education Council,…..".*

In keeping with this notification the DEC **started the process of recognition.** The DEC recognizes institutions on the basis of their preparedness to offer programmes through distance mode depending upon their infrastructure, human and other resources, learner support system, and teaching learning.

Recognition is the certification for offering education through open and distance learning (ODL) mode. It is, therefore, mandatory for institutions to get recognition from the DEC

o **DEC Requirements**

Open and Distance Learning Institutions (ODLIs) : An institution seeking DEC recognition is either proposing to offer or is offering education through ODL mode. These may be Open Universities (OUs) or Distance Education Institutions (DEIs)

OUs in India are typically single mode ODL institutions offering education through distance mode and are established by an act of Parliament or state legislature.

DEIs that are part of the dual mode (offering education through regular mode and ODL mode) institutions that can be Central Universities, State Universities, Deemed to be Universities, Institutions of National Importance or any other institutions of higher learning recognized by central/state governments.

O **PROGRAMMES TO BE OFFERED**

An Open and Distance Learning (ODL) institution should offer programmes as per

− the objectives of the University/Institution

− the national and regional needs, and

− norms of the concerned statutory bodies.

At least 50% of the study material should be in Self Instructional format.

University / institution should have bodies like Planning Board / Academic Council / School Boards etc. for taking academic and administrative decisions.

o **STAFF**

1) At Headquarters………………………………………..

    i) Open Universities (OUs)

        1.   **Vice-Chancellor**

        2.   Preferably **a Director / Head for each unit like –School / Department / Division etc.**

        3.   Academic staff strength

            General Programme   : 3 Faculty members per discipline

            Professional Programme   : As per the Norms/Guidelines prescribed by the respective apex bodies.

            Divisions (Student Support Services, Evaluation Etc.)

            Director   : 1

            Deputy Director   : 1

            Assistant Director   : 2

        4.   Administrative staff strength

            4.1. At Headquarters/Main Campus (per 10,000 students) Officers –

            −   Deputy Registrar   : 1

            −   Assistant Registrar   : 1

            −   Section Officer   : 1

            −   Assistants   : 3

            −   Computer operators   : 2

            −   Class IV   : 2

            Teacher : Non Teaching Staff (NTS) :: 1: 2

ii) Distance Education Institutions (DEIs)

1. Director (permanent, well qualified having professional experience in distance education)

2. Academic staff strength

General Programme	:	At least one faculty member (full time) per discipline
Professional Programme	:	As per the Norms/Guidelines by the respective apex bodies.

3. Administrative staff strength Teacher : Non Teaching Staff (NTS) :: 1: 2

   3.1. At Headquarters/ Main Campus

   ➢ up to 5,000 students - Officer -

− Deputy Registrar	:	1
− Assistant Registrar	:	1
− Section Officer	:	1
− Assistants	:	2
− Computer operators	:	2
− Class IV	:	2

   ➢ Per Additional 5000 students

− Section Officer	:	1
− Computer operator	:	1

   Teacher : Non Teaching Staff (NTS) **::** **1: 2**

2)   Regional Centres (RC)

OUs, and DEIs, both

   ➢ per 10,000 students:

− Regional Director / Deputy Director	:	1
− Assistant Director	:	1

–	Assistant. Registrar	:	1
–	Section Officer	:	1
–	Assistants	:	1
–	Class IV	:	1

3) **Study Centres**

OUs and DEIs (Full-time/Part-time)

> Up to 1000 students:

–	Coordinator	:	1
–	Assistant Coordinator :		1 per 500 additional students
–	Supporting Staff	:	1(One additional Supporting Staff for every 500 students)

III) **TEACHING LEARNING STRATEGIES**

– The parent institution should ensure that there is laid down mechanism for curriculum development and its approval by the statutory authorities of the parent institution, preparation of material in self-learning format and proper policy for admission of students.

– Quality of self-learning materials is the most important aspect in the teaching learning process. Self-learning materials could be in the form of printed materials, CD-ROMs, audio, video, DVDs, Web based materials, etc. Being a flexible system generally there is minimum and maximum period during which a learner is supposed to complete the programme of study.

– It is desirable to have programmes quantified in terms of credits. A credit is the study input required by a learner to complete a particular programme. One credit is equal to 30 study hours. Credits are assigned to programmes on the basis of average study hours required to successfully complete the prescribed course contents to meet the academic competency required. complete The credit value of the programme and the duration of the programme is given in the table 1.1 ahead.

Table 1.1

Norms for offering programmes through distance mode based on credit system

Level of the programme	No. of credits	Duration[†] Minimum
Certificate	12-18	6 months
Diploma/PG Diploma	28-36	1 year
Bachelors Degree (General/Professional)	96-100	3 years
Bachelors Degree (Technical)	160-165	5 years
2nd Bachelors Degree	48	1 year
Master Degree	64-72	2 years
Master's Degree (Technical/ Professional)	96-124	3 years
M. Phil	48	1 ½ years
Ph.D (without M.Phil) (plus 32-36 credits)	64-68	4 years
Ph.D (with M.Phil) (course work)	64-68	2 years

− The credits also determine the volume of course content, number of counseling sessions and assignments which are also given in the table 1.2.

Table 1.2:

Norms for delivery of courses through distance mode

Credit Value of the course	Study input (hours)	Size of SLMs (units)	Counselling hours Theory (hours)	Practical Sessions (hours)	No. of Assignments
2 Credits	60	6-8	6	60	1
4 credits	120	14-16	12	120	2
6 credits	180	20-24	18	180	2
8 credits	240	30-34	24	240	3

− The need for providing counselling support is essential because the self learning materials may not fulfil all the requirements of the learners. They may need information, guidance and advice at various stages of their study.

− Institutions should follow criteria like eligibility for admission, duration of the programme, content and delivery of the programme etc. as laid down by the respective apex bodies.

[†] Open and distance learning being based on the premise of flexible learning it is suggested that the universities should decide on the maximum duration of a programme.

– Whatever the media, the self-learning materials should be:

- Self-explanatory

- Self-contained

- Self-directed

- Self-motivating

- Self-evaluating

- Self-learning

– Some of the special features of the self learning materials are:

- Clearly stated objectives

- User-friendly You and I style of writing

- Shortish, manageable chunks of learning

- Plenty of helpful examples

- Reference to the learners' experiences

- Use of illustrations where they are better than words

- Headings to help learners to find their way around

- Links to other media where appropriate,

- Obvious awareness of different learners needs

- Exercises that get the learners to use the material

- Space for learners to write down their own ideas

- Feedback to help learners to check their own progress

- Suggestions about getting help from other people

- Glossary and summary should also be included

IV) EVALUATION SYSTEM

– The parent institution should clearly spell out the evaluation mechanism and procedure duly approved by the statutory bodies of the universities and make available qualified staff for the purpose.

– Term End Examination (TEE) portion should be 70% to 80% of the total evaluation, the remaining portion of 20% to 30% should be continuous evaluation

- Examination is expected to be conducted by the university/ institution and not by Study Centres separately or through any outside agency.

- Tasks pertaining to setting of question papers, conduct of examinations, declaration of results, etc may not be assigned to outside agencies

- There should be a separate Cell/Dept at the headquarters to plan and organize the conduct of examinations.

V) DELIVERY SYSTEM

Generally, multi-media is used by distance educators for delivery of content/instruction, utilizing media mix keeping in mind the nature of the programme, and its requirements, the type of institution, the resources available and above all the access of the learners to that media.

Besides providing instruction, the institution should also provide avenues for supporting the learning endeavour which can be done through various media like face to face counselling sessions, interactive radio counselling, teleconferencing, audio programmes, video programmes, e-mail, computer conferencing, chat sessions, dynamic website etc.

VI) INFRASTRUCTURAL FACILITIES

The parent institution shall earmark sufficient building space for housing administrative and academic activity/staff, library and material storage and dispatch etc. in order to provide efficient student support services as per the guidelines of the DEC.

VII) LIBRARY AND RESOURCE CENTRE

The parent institution should have a separate library and resource centre facilities for the use of the learners, faculty members and counsellors etc.   It should also function as a resource centre for various types of information.

VIII) AUDIO-VISUAL PRODUCTION FACILITY

The parent institution may ensure the availability of facilities of audio-video production and multimedia facilities of their own or by outsourcing.

IX) **ICT FACILITIES**

– The institution should develop strong databases to facilitate the effective delivery of programmes and information. The parent institution shall use office automation tools like digital voice integrated system (DVIS) or integrated voice response systems (IVRS) and communication technology as per the norms laid down by the DEC from time to time.

– The institution should have its own dedicated website for ODL system and help desk services 24 x 7. It should also gradually introduce the system of online admission, delivery of programme, online counselling, video on demand (Lectures), online evaluation etc.

– The institution should regularly update its technology as well as introduce new technological innovations in order to provide quality education.

PART-II

Guidelines for Applying to DEC

The DEC has been refining its processes of recognition of institutions and their programmes based on suggestions received from Open Universities(OUs) and heads of Distance Education Institutions (DEIs) of the dual mode Universities/Institutions.

I.   INSTITUTIONS THAT NEED APPROVAL

The types of institutions that offer or intend to offer education through distance mode need approval from the Distance Education Council are as follows:

- National/State Open Universities
- DEIs in conventional universities established by
    - Act of Parliament or
    - State Legislature
- Deemed to be universities declared by the Central Government under Section 3 of the University Grants Commission Act, 1956
- Institutions of National Importance declared under an Act of Parliament
- Other ODL institutions of higher learning which are recognized by Central/State Government / statutory councils.

For recognition purposes, mainly, processes and infrastructure facilities of the Institution will be considered which inter alia include the following:

i.   The study material is as per the level of award for which it is prepared matches the credit worth as prescribed by the DEC.

ii. The study material is in Self-Learning Format[‡] as per DEC Guidelines;

iii. Core faculty is in position as per the DEC Guidelines;

iv. In case of Professional/Specific Programmes norms/ guidelines of the respective apex body are to be followed and approval/recognition sought, wherever necessary.

v.   Institution follows criteria like eligibility for admission, duration of the programme etc. as per the guidelines of the respective apex bodies;

vi. Hands-on experiences/ practicals are arranged as per requirements of the programme/ course.

vii. Study Centres are not franchised. Admissions, examinations and evaluations are managed by the parent Institution.

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* The learning material used in Distance Education is usually prepared in the Self Learning Format and is referred to as Self Learning Material (SLM). The SLMs differ from a chapter of a textbook or an article of a journal as the SLMs make the learner think, write and do. The chapters of a textbook usually present information in a very compact form. They are closer to reference material than to learning texts. They are organized in terms of the subject matter to aid the teacher in an institution. On the other hand, SLMs are the instruments for learning. The ODL system being a learner centred, the SLMs should be Self-explanatory, Self-contained, Self-directed, Self-motivating, Self-evaluating and Self-learning.

II. PROCEDURE TO BE FOLLOWED BY ODL INSTITUTIONS (ODLIS) FOR SEEKING RECOGNITION FROM DEC

1. The application is to be submitted in the prescribed format through:

   - The Registrar

   - Director / Secretary of the Governing Body in case of other institutions.

2. All proposals received may be scrutinized and deficiencies, if any, will be communicated to the institution for rectification.

3. Once the application is complete in all respects and found satisfactory, DEC may constitute a committee for an on-site assessment.

4. The committee may have a nominee of UGC and a nominee from AICTE for institutions with Technical and Professional programmes.

5. Seven hard copies along with a soft copy of the filled in format need to be sent to the DEC.

6. The ODLI should justify its claims in the application submitted for recognition by the DEC for recognition and providing documentary evidences for the same to be provided to the committee visiting them.

7. The Committee shall give a detailed report and justify its findings / recommendations with supporting documentary evidence.

8. On the recommendations of the assessment Committee, the DEC shall consider grant of recognition status to the institution.

9. The decision on the recommendations recognition along with recommendations of the Committee will be communicated to the ODL Institution.

10. The institution is required to give an undertaking that it will comply with the conditions of recognition prescribed by the DEC.

11. The recognition means that the institution is fit to offer distance education programmes and the qualifications awarded by it are recognized by the DEC.

12. The recognition is valid for a period of three years unless specified otherwise by the DEC.

13. Application fee of Rs One lakh by demand draft payable to IGNOU at New Delhi has to be submitted by Universities/institutions other than those run / managed by the State / Central Government.

III. WITHDRAWAL OF RECOGNITION STATUS

If the institution fails to comply with the conditions of recognition or if it is found conducting affairs in a manner that leads to deterioration of academic standards, DEC may withdraw the recognition status.

In case, any information, documentary evidence submitted/produced by the university/institution is found to be false or fake at a later stage, the recognition of the university/institution shall be withdrawn and the university/institution concerned shall be solely responsible for the career of the students enrolled.

PART-III

Format for Institutional Inputs

I. INSTITUTIONAL INFORMATION

(To be filled in by State/Central/Deemed Universities and
Institutions of National Importance)

1. Name of the Applicant State Open University (OU)/ University/Institution:

   Address :

   Tel   :   Fax:

   Mobile number and name of the contact:

   Email   :

   Website :

2. Name of the Distance Education Institution (DEI) attached to the above University/ Institution:

   Address :

   Tel   :   Fax:

   Mobile number and name of the contact:

   Email   :

   Website :

3. Type of Institution:

   (Specify whether State Open University / Central University / State University / Deemed University / Any other)

4. Year of establishment of the

   i) Parent institution / State Open University   :

   ii) DEI   :

5. Location of the Institution (Put tick mark):

   Metro/ State Capital/ Dist. HQ/ Town ☐/ Semi Urban ☐/ Rural/ Backward Area ☐/

   Remote ☐ / Hilly Region ☐/ Tribal Area ☐

6. Recognition status of the University as per UGC Act, 1956 under Section (Put tick mark):

    i) 12(B) ☐   ii) 2(f) ☐   iii) 3 ☐ iv. Any other- give details……….

(Enclose a copy of – i) University ACT/ MoA   ii) Resolution of the University to start Distance Education)

7. Specify jurisdiction of the University / Institution as per Act / MoA.

I. INSTITUTIONAL INFORMATION

(To be filled in by Institutions established under Trust/ Societies etc.)

1. Name of the Parent Institution.

   Head of the Institution/ Chairman/ Secretary:

   Address :

   Tel   :   Fax:

   Mobile number and name of the contact:

   Email   :

   Website :

2. Name of the Distance Education Institution (DEI) attached to the above Institution.

   Head of the Institution/ Chairman/ Secretary:

   Address :

   Tel   :   Fax:

   Mobile number and name of the contact:

   Email   :

   Website :

3. Type of Institution and its vision/ mission:

4. Year of establishment of the

   iii) Parent institution   :

   iv) DEI   :

5. Location of the Institution (Put tick mark):

   Metro/ State Capital/ Dist. HQ/ Town ☐/ Semi Urban ☐/ Rural/ Backward Area ☐/

   Remote ☐ / Hilly Region ☐/ Tribal Area ☐

6. Specify jurisdiction for operation as per MoA:

7. Please provide the following:

– MoA

– Documents on Creation of Fixed Deposit for endowment of a Trust/private institution

– An application fee in the form of DD[§] for the amount as specified by DEC from time to time payable to IGNOU, New Delhi

– In case Institution offers Degree Programme/s, please provide No Objection Certificate of the affiliating University, for running such Degree Programme/s

II. ACADEMIC PROGRAMMES & FACULTY POSITION

1. Explain the process of course development at your institution/ university by highlighting the various steps involved.

2. Specify whether the following activities are done in-house or are out sourced, tick correct option.

Table 3.1:

Activities carried out in-house/outsourced

Activity	In-house	Out sourced
Development of course material		
Production of Print material		
Production of multi – media material		
Interactive teleconferencing, broadcasting		
Interactive Computer aided learning		
Any other		

3. (a) Specify if programme/courses are adopted/adapted/translated and mention the source please:

[§] Rs1,00,000/- (Rs One Lakh only) in case of universities / institutions / organizations other than those funded / managed by Central/State Governments.

Table 3.2:

Information on programmes adopted/adapted/translated

Programme	Medium	Adopted	Adapted	Translated	Source

(b)Is there any linkage with industry/ Govt/ NGOs or any other organization with regard to course design and development and delivery?   If yes, give details of collaboration

4. Furnish details about the programmes offered and also the faculty members programme wise

(a) General Programmes

Details of programmes on offer through regular mode and faculty members (programme- wise) at the University/ Institution

(*To be filled up only by those Institutions also offering programmes through regular mode*)

Table 3.3

General Programmes offered through Regular Mode

Sl. No.	Name of the programme	Year of starting the programme	Intake	Name of Faculty	Designation & Qualifications	Total Experience

Details of programmes through distance mode (Table3.4(a)) and faculty members (programme- wise) (Table 3.4 (b)) at the SOU/ DEI: in tables below:

Table 3.4(a)

Details on General Programmes through Distance Mode

Sl. No.	Programme	Medium of Instructions	Min Duration	Credit Hours	Tick, whether it is SLM[**]				Any other, Specify
					Print	CDs	Audio	Video	
					1	2	3	4	
					☐	☐	☐	☐	
					☐	☐	☐	☐	
					☐	☐	☐	☐	
					☐	☐	☐	☐	
					☐	☐	☐	☐	
					☐	☐	☐	☐	
					☐	☐	☐	☐	
					☐	☐	☐	☐	
					☐	☐	☐	☐	
					☐	☐	☐	☐	
					☐	☐	☐	☐	
					☐	☐	☐	☐	
					☐	☐	☐	☐	
					☐	☐	☐	☐	
					☐	☐	☐	☐	
					☐	☐	☐	☐	

[**] Self Learning Material

Table 3.4 (b)

Faculty for General Programmes through Distance Mode

Sl. No.	Name of the programme	Name of Faculty	Designation	Qualifications	Total Experience

(b) Professional/Technical Programmes

Details of professional/technical programmes on offer through regular mode and faculty members (programme-wise) at the University/Institution including approval status obtained from respective apex bodies

(*To be filled up by those Institutions also offering programmes through regular mode*):

Table 3.5

Faculty for Professional/Technical Programmes through Regular Mode

Sl. No.	Name of the programme	Approving authority	Year of starting programme	Year of approval	Intake

Table 3.6

Faculty for Professional/Technical Programmes offered through Regular Mode

Name of the programme	Name of Faculty	Designation Qualifications	Experience

Details of professional/technical programmes on offer through distance mode Table3.7(a)) and faculty members (programme-wise) at the OU/ DEI Table3.7(b)), including approval status obtained from respective apex bodies:

Table 3.7 (a)

Professional/Technical programmes through Distance Mode

Sl. No	Programme	Medium of Instructions	Min Duration	Credit Hours	Print	SLM††	Video/ CDs	Audio/ CDs	Any other
					1	**2**	**3**	**4**	**Specify**
					☐	☐	☐	☐	
					☐	☐	☐	☐	
					☐	☐	☐	☐	
					☐	☐	☐	☐	
					☐	☐	☐	☐	
					☐	☐	☐	☐	

Table 3.7(b):

Faculty for Professional/Technical programmes through Distance Mode

Sl. No.	Name of the programme	Name of Faculty	Designation	Qualifications	Total Experience

†† Self Learning Material

III. STAFFING

1. Name of the Vice Chancellor/ Head of the Institution

2. Name of the Pro Vice Chancellor/s (if any)

3. Name of the Registrar (Administrative Head)

4. In case of DEI of a dual mode University:/ institution

   Name of the Director

   Contact/mobile number

5. Provide a flowchart of Organizational Structure

6. Staff strength:

Table 3.8

Staff strength at HQ/RC/SC

Head Quarters (Give full address)	Type of Staff	Full Time	Part Time	Permanent/ Temporary
	Academic			
	Administrative			
	Technical/Professional			
	Any other			
	Total			
Regional Centre/s (Give full address)	Type of Staff	Full Time	Part Time	Permanent/ Temporary
	Academic			
	Administrative			
	Technical/Professional			
	Any other			
	Total			
Study Centre (Give full address)	Type of Staff	Full Time	Part Time	Permanent/ Temporary
	Academic			
	Administrative			
	Technical/Professional			
	Any other			
	Total			

7. Whether orientation/training in the ODL system is given to the following:

- Faculty members   Y / N

- Course writers and editors   Y / N

- Coordinators of Study Centres   Y / N

- Academic counsellors   Y / N

- Administrative staff   Y / N

- Professional/Technical staff   Y / N

- Other staff, Specify

8. (a) Furnish details of faculty development during the last 3 years:
    − Additional qualifications acquired
    − List of publications
    − Participation in conferences
    − Research projects undertaken

    (b) Participation of faculty in DE related activities during the last 3 years
    − DE conferences
    − Publications
    − Participation in workshops/orientation programmes etc.

Table 3.9

Participation of faculty in DE related activities

Sl. No	Activity/ Programme	Duration	Number of Beneficiaries

IV. INFRASTRUCTURE AT HEADQUARTERS

1. Total Built-up area for ODL activity:

   Provide a copy of master plan of the SOU/DEI giving details of:

   − Administrative block

   − Academic block

   − Library

   − Information centre etc

   − Ware House

   − Studio

   − Counselling rooms

   − Laboratories

3. Computerization/ Digitization status of the following activities (Give details):

   − Student Registration / Admission

   − Administration and Finance

   − Academic activities

   − Student Support System

   − Evaluation

4. Library facilities

   − Number of books –

     a) Discipline wise

     b) Related to Distance education

   − Number of Journals-

     (a) Discipline-wise

     (b) Related to Distance education

   − Facilities available to learners

       Book-lending   ☐

       CD/audio/video cassettes   ☐

       Internet facility   ☐

       Reprography   ☐

       Any other

V. TEACHING/LEARNING METHODOLOGY

1. Specify the media used for delivery of instruction programme wise:

Table 3.10

Media used for delivery of instruction for each programme

Sl. No	Media	Programmes for which the media is being used
1.	Print Material	
2.	Face to face tutorials/	
3.	Face to face counselling	
4.	Work books	
5.	Assignments	
6.	Audio/Video programs	
7.	Home Kits	
8.	Broadcast	
9.	Telecast	
10.	Online materials/resources	
11.	Computer conferencing	
12.	Video conferencing	
13.	Recorded lectures on the website	
14.	CD- ROMs /DVDs	
15.	Interactive	
16.	radio-counselling	
17.	CAI	
18.	Interactive Teleconferencing	
19.	Edu Sat	
20.	Any other	

2. Whether credit system is being followed, specify?   Y/N

   How it is applied programme wise? Give details.

VI. EVALUATION SYSTEM

1. Evaluation system (followed in the Institution)

    – Continuous (internal assessment) ☐

    – Term End Examination (TEE) ☐

    – Both ☐

2. Specify the method of evaluation adopted programme wise:

Table 3.11

Method of evaluation for each programme

Programme	Continuous Evaluation (*Specify the various components like: workbook, assignments, project report, practicals etc*)	Weightage in overall assessment	Term and Evaluation (*Specify the various components like: examination, viva voce etc.*)	Weightage in overall assessment

3. State number of times you conduct Term-End examination in a year.

4. Term End examination conducted by: the university/ institution or Study Centres, or through any outside agency.

5. Specify whether the following activities are done n-house or are assigned to outside agencies-
   − Paper setting Both In-house and Outside
   − Conduct of examination Both In-house and Outside
   − Declaration of results In-house
   − Assessing the examination papers Both In-house and Outside

6. What is the policy with regard to:

   Moderation

   Re-evaluation

   Re – totalling

7. What is the method adopted for evaluation of answer scripts, projects, assignments etc.?

VII. ADMISSION

1. Student Admission is done by: (Put tick mark)

- Headquarters ☐
- Regional Centres ☐
- Study Centres ☐
- all the above ☐

2. Details on eligibility criteria, fees programme-wise (table 3.12 (a) and programme-wise enrolment for the current year (table 3.12 (b)

Table 3.12 (a)

Programme-wise student enrolment

Sl. No.	Programme	Eligibility Criteria	Fees for Programme

Table 3.12 (b)

Programme-wise student enrolment

Sl. No.	Programme	Total	Male	Female	SC/ST	BC/OBC	General

3. Specify criteria adopted for admission?

4. Specify the programmes for which the intake is fixed also give details:

Table 3.13

Number of seats for programmes where intake is fixed

Sl. No.	Programme	No of intake	Fixed Enrolment

5. How do you implement reservation policy?

6. Do you allow flexibility of entry and exit in the following context:
   - Duration of Programme ☐
   - Horizontal Mobility ☐
   - Choice of Courses ☐
   - Interdisciplinary Approach ☐
   - Modular curriculum allowing easy exit ☐

7. If Yes, give details

8. How do you promote your programmes? (Specify the media used)

9. Is there any policy for overseas students?

10. In case you admit foreign students explain the modus operandi and the enrolment details including the geographical spread.

VIII. LEARNER SUPPORT SERVICES

1. (a) Provide a flow chart of the support services network.

   (b) What are the roles and responsibilities and activities of Regional Centre and Study Centre?

2. State total number of Coordinators and Academic Counsellors working at Study Centres in the following format:

Table 3.14

Study centre wise details

Location of Study Centre	Address of Study Centre	Name of Coordinator if on rolls of the ODLI	No. of programmes activated	Total No. of Counsellors

3. What are the criteria for establishment of Regional Centre and Study Centres? What is the basis for collaboration? What are the financial arrangements according to the collaborations – funding arrangements, fee collection, sharing of fee structures etc.

4. Give details of the services provided to distance learners at each of these:
   Specify services provided by:

Table 3.15

Services provided to learners at HQ/RC/SC

Services	Head Quarters	Regional Centres	Study Centres

5. Do you maintain databases? Explain the database management system followed by your institution. Give details of computerization of various activities..

6. Do you have a website? What are its special features?

7. How does your website support distance learners?

8. How do you attend to student queries? Put tick mark.
   - Face to face ☐
   - Telephone ☐
   - Radio/ Television ☐
   - Newsletter/bulletin ☐
   - E-mail ☐
   - Automatic interactive system ☐
   - All the above ☐
     If any other, specify

9. How do you dispatch the study material?

10. Give details of scholarships/financial assistance that are provided to distance learners.

11. Do you have placement cell? Give details.

12. Do you have an alumni association?

13. How do you provide feedback to learners on their performance?

Table 3.16

Details on feedback on performance to learners

Feedback on Performance	Methods	Medium of Communication
Continuous Evaluation		
Term-End Evaluation		

14. Do you obtain feedback on functioning through monitoring of Regional Centres and Study Centres?   Y/N

    If yes give details

15. Give details of Infrastructure at Study Centres and Regional Centres.

Table 3.17

Infrastructure at RC and SC

Details	No. of Rooms	Furniture	Equipments	RC/SC
Office				
Teleconferencing				
Library				
Computer lab				
Science lab				
Counseling				
Any other: Specify				

IX. FINANCE

1. State the sources of funding:

Table 3.18

Sources of funding

Type of Institution	Sources of funds	Financial year
Self Financing Institution		
Publicly funded		
Private Institution		

2. Give details of the expenditure amount spent during the latest financial year under various heads of expenditure:

Table 3.19

Expenditure under Different Heads

Heads of expenditure	Budget approved	Amount spent

3. Provide details of budget estimates and actual expenditure of the last 3 years broadly under the following heads:

   − Academic activities

   − Administration

   − Learner Support Services

X. ANY OTHER INFORMATION

PART-IV

Format for Report

I. Institutional Contact Information

Name of the Applicant University / institution	
DE Institution	
Head of the Institution	
Designation	
Address	
Telephone	
Email	
Website	
Year of Establishment of DEI	
Year of starting DE programmes	
Recognition status as per UGC Act, 1956 under Section	a. 12 (B) ☐ b. 2 (f) ☐ c. 3 ☐ d. Any other
Jurisdiction of the University/ Institution as per Act/ MoA	

II.   Members of the Visiting Expert Committee

1.

2.

3.

4.

5.

6.

Important‡‡ for Committee Members:

EXPERT COMMITTEE REPORT   **Date:**

Name of the Institution & Address   :

Institutional Information

   Type of Institution   :

   Year of establishment   :

   Recognition Status   :

   Jurisdiction   :

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‡‡ All the findings reported by the Committee need to be supported by evidence such as documents, photographs etc. The members of the Committee are liable for the authenticity of these evidences

III. Academic Programmes & Faculty Position:

Number of programmes on offer (Specify programmes) as:

	Awareness programs	Certificate	Diploma	UG	PG	PG Diploma	Research degrees	Total
General								
Professional								
Technical								
Vocational								
Total								

How many programmes are offered in --?

National Language   :

Regional Language/s :

English Language   :

− Comment on the course design and development process followed by the institution.

− Comment on the linkage of the institution with industry/government/NGOs etc. in development and delivery of programmes.

− Comment on the faculty strength, discipline wise:

IV. Staffing

Total Staff strength at HQs :

Academic :

Administrative :

Technical/ Professional :

Any Other :

Ratio of Teaching Vs Non-Teaching Staff at HQs:

Comment on faculty development during the last 3 years

Comment on the participation of faculty improvement programmes in the area of distance education.

V. Infrastructure

Infrastructure available at HQs

Built up area :

Other details

Comment on adoption of technology by the institution:

VI. Teaching Learning Methodology:

Comment on the use of media in the delivery of course content/instruction

_____

Is the credit system being followed? Then how it is applied?

_____

Comment on the learning package. How many programmes offered by the institution are in self learning format? Name them.

_____

Any suggestions for improvement of the learning package

VII. Evaluation System:

Does the institution follow continuous evaluation system? If yes explain the methods and percentage of continuous evaluation in the overall assessment.

_____

Comment on the method adopted for conduct of term end examination and all related activities

_____

Suggestions, if any, for improvement of the evaluation system.

VIII. Admission

What are the trends of student enrolment?

How does the institution admit students? Is there any flexibility with regard to entry and exit?

For which programmes does the institution conduct entrance examination? Who conducts the entrance examinations?

Comment on the publicity measures adopted by the institution.

In case the institution admits overseas students, then what is their percentage to the total enrolment and their geographical spread?

IX. Learner Support Services

What kind of learner support system the institution has adopted (2 tier / 3 tier, direct to home etc.)?

What media and technology are being used for providing learner support service?

In case, they have regional centres and study centres, what kind of infrastructure is available at these centres?

Do they have any mechanism for monitoring of regional centres and study centres etc.? If yes, explain.

Does the institution have any collaboration with industry for supporting the leaning endeavour of their distance learners?

X. Finance

Comment on the sources of funding and state whether the institution is: (put tick mark)

- Self financing ☐

- Publicly funded ☐

- Privately funded ☐

Comment on the pattern of expenditure of the institution during the past three years. Analyse their expenditure under the following heads:

- Academic activities :

- Administration :

- Learner Support :

XI. Any Other Information

XI. Summary

Over all comments about the institution:

Recommendations of the Committee*:

Put tick mark: Recommended ☐   /   Not Recommended   ☐

_____

Signatures of the members

Place & date

* The committee should specifically mention the names of the programme for which recommendations are being made

The Director

Distance Education Council

DEC Building

Indira Gandhi National Open University

Maida Garhi, New Delhi - 110 068